

**South Dakota Council on Developmental Disabilities  
Minutes of Meeting – April 30, 2008**

The SD Council on Developmental Disabilities met on April 30, 2008 at the Center for Disabilities, Sioux Falls, SD.

Members Present

Travis Arneson  
Sarah Carda  
Deanne Curran  
Vikki Day  
Dee Gustaf  
Jason Harris  
Robert Kean

Grady Kickul proxy to Ted Williams  
Ann Larsen proxy to Ted Williams  
Brooke Lusk proxy to Carol Ruen  
Carol Ruen  
Judy Struck  
Isabel Trobaugh  
Ted Williams

Members not Present

Charlotte Athey  
Erik Brubakken  
Shannon Dirk  
Dillon Haug

Pat Monson  
Kati Seymour  
Kayla Tinker  
Lex Werdel

Others Present

Edith Arneson

Arlene Poncelet

INTRODUCTORY REMARKS

Chairperson Travis Arneson called the meeting to order. Introductions were completed.

APPROVAL OF AGENDA AND MINUTES

Vikki Day moved, seconded by Robert Kean, to approve the agenda. Motion carried.

Carol Ruen moved, seconded by Isabel Trobaugh, to approve the minutes of the Council Meeting held January 24, 2008. Motion carried.

GRANT APPLICATION – The Movement to Self-Directed Systems, Year 3 – SD

Association of Community Based Services and Division of Developmental Disabilities

Carol Ruen, Division of Developmental Disabilities, Daryl Kilstrom, LifeQuest, and Tom Scheinost, SD Association of Community Based Services (via phone) presented on this grant application. This project includes training in Person-Centered Thinking Skills and the pilot for Independent Service Coordination.

Discussion included

- Council members were interested in participating in Person-Centered Thinking session.

- Additional information on the evaluation component for each of the different aspects of this project. The Council needs quantitative data to show that we are impacting people with developmental disabilities and not just at agency level.
- Further explanation of the value of Jean Tuller's participation at the Core Stakeholders Meetings. Jean provides objective facilitation and is a resource for what other states have done or are working on as it relates to the projects here in South Dakota.

Vikki Day moved, seconded by Ted Williams, to approve \$134,411 of federal funds for the project entitled "The Movement of Self-Directed Systems, Year 3." Motion carried. Carol Ruen abstained.

### BUDGET UPDATE

Arlene Poncelet reviewed a handout on the budget available for projects. Since the last meeting, the Council has received the full grant award for Federal Fiscal Year 2008 of \$462,315. The estimated amount of funds available for projects from FFY08 federal grant award is \$121,706. This does not include the \$36,852 carried over by two projects.

### EXECUTIVE COMMITTEE REPORTS AND RATIFY ACTIONS TAKEN

Jason Harris moved, seconded by Isabel Trobaugh, to accept the reports of the Executive Committee meetings held February 19, 2008, March 13, 2008, and April 11, 2008. Motion carried.

Deanne Curran moved, seconded by Sarah Carda, to ratify the following actions taken by the Executive Committee. Motion carried.

- Denied carryover request by Human Services Research Institute.
- Recommend not requesting a proposal from John Harris Community Playground without Limits. Include in letter the Council's support of the project's concept and the possibility of a future request for proposals in the area of recreation.
- Approved \$500 of federal funds for Midwest Conference on Deaf Education.
- Approved \$500 for Social Skills Training through Transition Advantage.
- Recommended review by full Council of the Free Family Autism Camp Mini Grant and the Prenatal Substance Exposure Methods & Materials Course Mini Grant.

### Free Family Autism Camp

Dee Gustaf moved, seconded by Vikki Day, to fund the Free Family Autism Camp Mini Grant. Motion failed. Arlene shared additional information from the Larson's indicating they have 10 college students interested in assisting at the Camp for college credit. The Larson's are working with faculty at several colleges and a technical institute. Discussion by the Council members included a concern for health and safety of children attending the camp; program offers good speakers; conceptually it is a good idea; is

there any training for the childcare workers; and a more structured environment rather than a working farm would be more appealing to fund.

#### Prenatal Substance Exposure Methods & Materials Course

Vikki Day moved, seconded by Dee Gustaf, to approve \$4,941 of federal funds for the project entitled, "Prenatal Substance Exposure Methods & Materials Course". Motion carried. Discussion included whether this was a one-time request; difficulty of getting new courses into the Higher Education system; the grant lowers the tuition costs and increases attendance; and with greater attendance there is a better possibility of the course being accepted into the regular curriculum offerings. The Council also stated that it is not the intention of the Council to fund new courses on a regular basis.

#### Evaluation of Executive Director

Travis Arneson reported that the Executive Committee met on April 11 and April 29 to complete the evaluation of the Council's Executive Director, Arlene Poncelet. Three written responses and one verbal response were received from Council members and reviewed. The Executive Committee recommendation is to maintain the current staff and offer a 3% salary increase and \$240 longevity payment.

Arlene shared the process for salary recommendations within the state budget process. Currently, the salary increase recommended in March 2007 was submitted through the Department of Human Services and Governors Budget to the Legislature and approved effective July 1, 2008. The increase recommended by the Council at this meeting takes effect in July 2009.

Since the Council's staff position changed from a state employee through the Department of Human Services to a contracted employee through East Dakota Educational Cooperative, the Council has not developed a salary policy. It was recommended that a salary policy be developed based on a comparison with other DD Council Executive Director Positions in nearby or similar states. Council members did not feel that comparing the director position to others in state government was appropriate as the director is an employee of East Dakota Educational Cooperative. The Executive Committee was requested to develop a salary policy to share with the Department of Human Services and report any comments or concerns to the Council at its next meeting.

Robert Kean moved, seconded by Vikki Day, to approve a 3% plus an additional .5% salary increase. Motion carried. Abstaining were Ted Williams, Carol Ruen, and Grady Kickul (by proxy to Ted Williams).

#### REVIEW OF DESIGNATED STATE AGENCY

Arlene reported that a subcommittee met and reviewed the designated state agency as required in Council policy. The recommendation of the Subcommittee was to continue with the Department of Human Services as the Council's Designated State Agency. It was also requested that the Council's policy be reviewed and the role of the designated

state agency representative be clarified. Deanne Curran moved, seconded by Robert Kean, to approve the Subcommittee's recommendation and Report on the Review of the Designated State Agency. Motion carried.

#### REVIEW OF MEMORANDUM OF UNDERSTANDING WITH DEPARTMENT OF HUMAN SERVICES

The same subcommittee as above also reviewed the old Memorandum of Understanding with the Department of Human Services (DHS) and made recommendations to get clarification from DHS for the Personnel section and to reword a few of the items so the form and style were the same throughout the document. These changes were made and a new Memorandum of Understanding with the Department of Human Services was signed.

#### LOGO FOR THE DD COUNCIL

The Council received logo submissions from three people. Arlene shared the original colored versions of the logos submitted. After much discussion, a logo from Irene Colling was selected with a few changes recommended. Arlene will follow up with Ms. Colling about the changes. Judy Struck also offered the assistance of someone at the Center for minor changes to the graphics. Once the changes are made, they will be forwarded to the Council for a final determination.

#### DIRECTOR'S REPORT

Council Membership –Council members whose terms expire but wanted to continue with the Council were Vikki Day and Lex Werdel. Council members whose terms expire and did not request re-appointment were Brooke Lusk, community service provider representative, and Kati Seymour, person with a developmental disability. Recommendations for Council members were submitted to the Governor's Office last week.

Annual Report for FFY07 – The Council's Annual Report was submitted to the Administration on Developmental Disabilities (ADD) . Arlene provided a handout that provides the goals, objectives and performance targets from the state plan as well as the Council projects by objective and the performance target numbers reported. Arlene stated that the Council will be discussing amendments to the State Plan to more accurately reflect the Council's activities in relation to ADD's definition of "training" and "active in systems advocacy". Council members were requested to bring this handout to the next meeting for the State Plan Amendment discussion.

National Association of Councils on Developmental Disabilities (NACDD) – This is the national organization for Councils. The NACDD Annual Meeting will be held in June and Dillon Haug's name has been submitted as a possible Board Member to fill a vacancy through September 30, 2008 and a two-year term ending September 30, 2010.

Dillon is planning to attend the meeting in June in Arlington, Virginia. NACDD's Fall Conference will be held in Milwaukee, Wisconsin, October 5-7, 2008.

Proposed Regulations from the Administration on Developmental Disabilities – ADD has proposed regulations for the three programs funded through the DD Act – the Council, Center for Disabilities and SD Advocacy Services. These regulations include a number of significant changes to current practice for all three organizations. Each of the respective national organizations have been hosting teleconferences to discuss the proposed regulations and responses to them. The proposed regulations include requirements for formal documents for collaboration among the DD Network as well as additional requirements for goals and activities. Comments are due June 9, 2008.

#### FUTURE REQUESTS FOR FUNDING

There are no Requests for Funding to be issued at this time. The Request for Funding for Partners in Policymaking, Year 18 will be discussed at the July meeting. At a future time, the Council may want to discuss the areas of Recreation and Microboards.

#### PROJECT DISCUSSION – “HOW TO ACCESS SERVICES” BOOKLET THROUGH CENTER FOR DISABILITIES GRANT

Judy Struck shared some comments/questions from Heather Stettinichs who is working on this booklet at the request of the Council. After discussions at various groups, it was hoped that the Council could provide some additional clarification on its expectations for this booklet such as: What is the Goal of the Handbook? Is it for accessing disability services or developmental disability services? All age groups or focus on transition to adult services? How much repetition from the Resource Guide?

Through Council discussion, it was suggested to add a matrix or road map to the Resource Guide and perhaps just beef-up some of the information in the Resource Guide such as eligibility.

[After further thought and a teleconference between Arlene, Heather and Judy, it was decided to have a separate booklet focusing on developmental disability services across the life span. This booklet would not repeat information from the Resource Guide, but would provide information in greater detail than is currently available. A booklet from Oregon will be used as the model format. Heather will work on a draft and provide to the Council for further review and discussion. 5-8-08 AP]

#### LEGISLATIVE UPDATE

Robert Kean provided a review of the 2008 Legislative Session including the Deaf Child's Bill of Rights, changes in special education categories, re-approval of funding for cochlear implants, capital punishment discussion, dyslexia as a separate special education category, mercury in vaccinations and diabetes treatment in schools for students.

Carol Ruen shared that community support providers (the new term for adjustment training centers) received a 3% increase for inflation. Also, funding was approved for expansion of family support through 8 new programs (7 for children and 1 for adults).

#### NEXT MEETING DATE & PLACE

The next meeting was tentatively set for July 15 or 16 via the Dakota Digital Network (two-way videoconferencing system). Arlene will check on availability of sites and times and let members know as soon as possible.

#### ADJOURNMENT

Robert Kean moved, seconded by Sarah Carda, to adjourn the meeting. Motion carried. The meeting adjourned at 3:20 p.m.